

**CITY OF ATLANTA  
REQUEST FOR PROPOSAL**

Sealed Proposals for **FC-6007000073, Tree Planting and Maintenance Services (RFP)**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement (“**DOP**”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 P.M., Wednesday, October 17, 2007.**

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.\*\***

The names of proponents submitting proposals will be read publicly at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

**SCOPE OF WORK:** The City of Atlanta (the “**City**”) is soliciting proposals from qualified and experienced tree planting/tree care professionals to select, purchase, install and maintain 2.5-inch caliper trees on both public and private property throughout the City of Atlanta.

**A Pre-Proposal Conference** will be held on **Tuesday, September 25, 2007, at 11:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-Proposal Conference is to provide the proponents with detailed information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Planning, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-proposal Conference.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$35.00** as of **Monday, September 17, 2007**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303. Payment for the documents represents production costs and therefore is non-refundable.

If you have any questions regarding this project, please contact Elsa D. Castro, Contracting Officer, at (404) 330-6426, or by e-mail at [ECastro@atlantaga.gov](mailto:ECastro@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

The City reserves the absolute right to reject any and all bids and to waive any technicalities.

**\*\*This Proposal Document cannot be downloaded. Potential Proponents  
Must purchase this document from the DOP’s Plan Room\*\***